

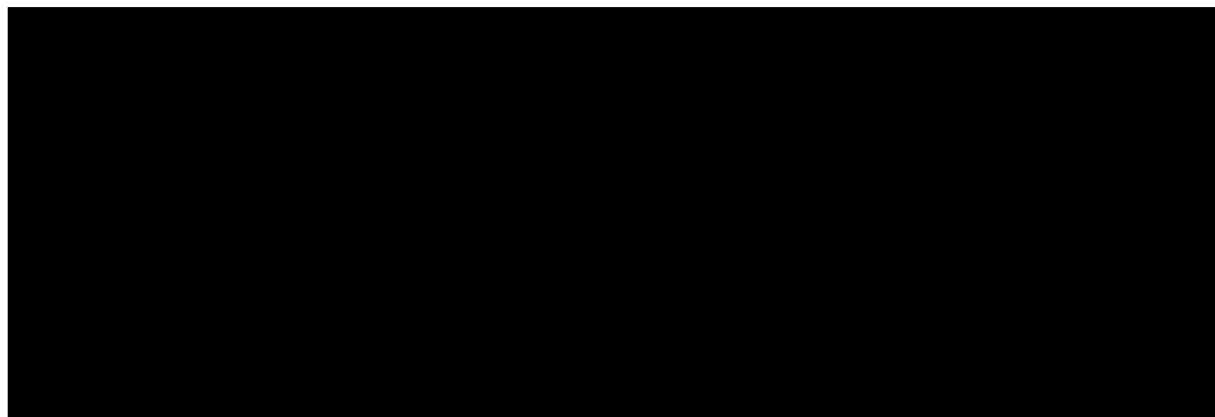
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11 March 1955

MEMORANDUM FOR: Director of Logistics
FROM : Chief, Technical Review and Policy Staff
SUBJECT : Weekly Activity Report

1. General



25X1A

2. Projects and Studies in Process

a. Problems with Respect to the Reproduction Shop [redacted]
(continued item)

25X1A

Tentative plans for enlarging the space for housing the reproduction facility was discussed with officials of [redacted]. This discussion resulted in some minor changes to the plan which the Real Estate and Construction Division is developing. Present plans call for completion of the tentative drawings and estimate of costs by 15 March 1955.

25X1A

b. Printing Facility [redacted] (continued item)

25X1A

A meeting was held with FE officials to determine the best method of obtaining information as to requirements and printing equipment for use in arriving at a decision as to the need for a printing facility [redacted]. It was decided that a questionnaire would be prepared requesting information to be furnished to Headquarters by Mr. [redacted] when he returns from his tour of duty in the Far East.

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c. Publications Survey - (continued item)

This Staff is cooperating with the Machine Division, OCD, in developing a new format for the NIS Gazetteers. This format will be a rearrangement of the pages utilizing the IBM method of composing.

3. Items of Interest

a. Discussions with Chief, Administration, [REDACTED]

25X1A

Monitored meetings with Office of Logistics officials and the Chief of Administration, [REDACTED] Logistical problems were discussed at these meetings and memoranda containing action items have been prepared by each Division and Staff Chief.

25X1A

b. Requisitions Reviewed - (continued item)

Requisition for one Apeco Systematic Autostat for use in the [REDACTED] was approved.

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[REDACTED] 25X1A

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